

# All Applicants Filing Instructions

Please read and follow carefully, failure to do so may delay processing of your application. Office hours are 7 a.m. to 4 p.m. closed for lunch from 12 p.m. to 1 p.m. and all State-recognized holidays.

## General:

- To ensure that your application is complete for Board action, it is **your** responsibility to contact the Board office to check on the status of your information, either by phone, mail or email.
- Before filing, the affidavit must be signed and notarized.
- The application **must be** completed online and printed out, or may be typewritten.
- The correct application fee **must** accompany the application.
- Payment for fees should be made payable to the *WY Board of Reg. for PE/LS*.
- **All application fees are nonrefundable.**

## References:

- References are required by both exam and comity applicants who do not have a Record Book with NCEES.
- To complete reference forms, the top portion needs to be filled out by the applicant and then mailed to the reference. The contact history (job title and description) needs to be that of the applicant while working under the reference, and the description of employment should be identical to that defined in Section 4 of the application.
- When completing reference forms, at least two (2) of the three (3) required, must be registered in the profession in which registration is sought (i.e. engineers must have 2 PE's and land surveyors must have 2 PLS references).
- References should correspond with the supervisors listed under items 4 and 5 of the application.
- If unable to provide the names and addresses of supervisory references for at least three (3) engagements, please provide a written, sworn explanation in Section 5 of the application.
- Reference forms need to be forwarded to those individuals who can verify your most recent ten (10) years of engineering or land surveying experience. The references must send the completed forms directly to the Board.
- **Completed reference forms sent to this office by the applicant will not be accepted.**

## Verifications:

- Verifications are required by both exam and comity applicants who do not have a Record Book with NCEES.
- It is the responsibility of all applicants to contact the State Board in which they were originally licensed and request a verification of licensure to be sent directly to the Wyoming Board. Forms are provided online.
- **Land Surveyors** must get a verification from each state they are licensed in.

## Transcripts:

- Transcripts are required by both exam and comity applicants who do not have a Record Book with NCEES.
- Official transcripts for all education credit claimed must be sent *directly from the college registrar's office*.
- Student copies will **not** be accepted.

## NCEES Record Book Holders:

- Section 1, 2, 3 and 6 of the application form must be completed in its entirety (if not, the application will be returned).
- Evidence of Lawful Presence form should be sent with the application to prevent delays.
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## Engineer-In-Training Applications:

- Refer to Chapter 4, Section 6 of the Board's Rules and Regulations

### Land Surveyor-In-Training Applications:

- Refer to Chapter 4, Section 9 of the Board's Rules and Regulations
- Provide references and complete Section 4 of the application for all applicants that have an Associates degree in Surveying Technology.
- Those applicants that have a BS in Surveying or Engineering need to complete Sections 1, 2, 3, and 6 of the application form.

### Evidence of Lawful Presence:

- **All applicants**, including those applying with a NCEES Record Book, must provide proof of lawful presence as required by Federal law (8USCA §1621(c) (1) (A). Failure to provide this information will delay processing of your application for Board review and registration process.

### Land Surveyor Applicants:

- In addition to completing the application, references, verifications, transcripts and evidence of lawful presence, you must also complete both the Boundary Questionnaire as well as the Education Requirement Form. This is regardless if you have a NCEES Record book.

### Board Meetings/Deadlines:

- Applications filed after the deadline date will be processed for the following Board meeting.
- If at the end of six (6) months from the date of filing an application, it is not complete, it will be cancelled by the Board for lack of interest.

<b><u>Applicants Filing For Spring Exam (April) Deadlines</u></b>		
<b>Board Meetings</b>	<b>Dates <i>examination</i> applications must be received</b>	<b>Date ALL <i>examination</i> application materials must be completed and received (no exceptions)</b>
<b><i>November</i></b>	June 1 – September 1	October 1
<b><i>February</i></b>	September 1 – December 1	January 1
Final Filing Dates for Spring Exam	December 1	January 1

<b><u>Applicants Filing For Fall Exam (October) Deadlines</u></b>		
<b>Board Meetings</b>	<b>Dates <i>examination</i> applications must be received</b>	<b>Date ALL <i>examination</i> application materials must be completed and received (no exceptions)</b>
<b><i>May</i></b>	January 1 – March 1	April 1
<b><i>July</i></b>	April 1 – May 1	June 1
Final Filing Dates for Fall Exam	May 1	June 1

**WYOMING STATE BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS**

6920 Yellowtail Drive, Suite 100, Cheyenne, WY 82002

Telephone Number (307) 777-6155

**NONREFUNDABLE****Application Fee \$100**☐ By Examination☐ By Comity**APPLICATION FOR REGISTRATION FOR  
PROFESSIONAL LAND SURVEYOR****1. GENERAL INFORMATION**

Email address:		Daytime Phone:		Date:	
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Name in Full:			Social Security No.:	
Birthplace:		Date of Birth:		Age:	Citizenship:
<b>CHECK MAILING ADDRESS YOU PREFER (CHECK ONLY ONE PLEASE)</b>					
<input type="checkbox"/> Residence Address	City:		State:	Zip:	
Present Employer:			Position Held:		
<input type="checkbox"/> Business Address	City:		State:	Zip:	
Date of Residence in Wyoming:		If you are an out-of-state resident, why do you wish registration in WY?			

**2. EDUCATION**

ALL EDUCATION MUST BE VERIFIED BY CERTIFIED TRANSCRIPTS FORWARDED DIRECTLY FROM THE  
OFFICE OF THE REGISTRAR OF THE COLLEGE OR UNIVERSITY ATTENDED.

State in chronological order the name and location of each college, university or technical school attended, the time spent at each and if graduated, the year of graduation. Also list graduate work, evening school, correspondence school, etc.

Name and Location of Institution:	Month & Year From - To	Date Graduated	Tech. Course Curriculum	Degree Received

☐ Check if NCEES Record Book is forthcoming.

**3. REGISTRATION**

Have you ever taken a written Land Surveying examination in any state or U.S. territory? ☐ Yes ☐ No

	Where:	When:	Hours:	Result:	
Surveyor Intern					LSIT Number:
Prof. Surveyor					LS Number:

**LICENSURE HISTORY:** Do you now hold or have you ever held a license or registration to practice surveying in any state or U.S. Territory? ☐ Yes ☐ No If YES, show all such licenses below:

State: License Number: Year Issued: Type of License: If license is not now in force, why & when did validity cease:


- A. Have you ever been convicted or found guilty – regardless of adjudication – of a crime in any jurisdiction, or have you ever been found guilty by a military court-martial? (Do **not** include parking or speeding violations.) If yes, please list date, jurisdiction (state and county), offense disposition, and all other relevant information on attached sheet.
- B. Have you ever been denied the right to take an Surveying examination in any state?
- C. Have you ever been refused an Surveying license – or the renewal thereof – in any state?
- D. Have you ever had a certificate of registration to practice Surveying revoked, suspended, or otherwise acted against (including probation, fine, or reprimand) in any state?
- If 3B, 3C, or 3D above are answered "YES," you must provide complete details as to state(s), license number (2), dates, and relevant circumstances on attached sheets.

☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No  
☐ Yes ☐ No

#### 4. PROFESSIONAL EXPERIENCE

(IMPORTANT – READ ALL INSTRUCTIONS IN THIS SECTION BEFORE TYPING OUT FORM.)

- a. Each of the three columns under "Time" should be filled in for each engagement. Use zeros where necessary but do not leave blank spaces and do not use the word "yes".
- b. The time "In Surveying Work" plus the time "In Non Surveying Work" equal the time entered under "Total Time." Columns 1 and 2 must equal Column 3.
- c. Indicate period of education, but do not enter in "time" columns, even if part-time or summer employment occurred.
- d. Time indicated should be continuous beginning with the date of graduation from College/University. If certain periods of time involve work other than professional surveying work, indicate but do not enter in "time" columns.
- e. Additional sheets may be attached if necessary.
- f. Experience descriptions should include concise and explicit statements regarding the magnitude and complexity of the surveying work performed. The experience record should describe surveying projects on which you personally worked. If the engagement consists of numerous projects, describe the general nature of your position and list specific projects that are representative of your work. Formal, written job descriptions are not acceptable to describe the work performed.

Applicant must fill in all columns

[illegible]

[illegible]

ENGAGEMENT NUMBER	DATE IN MONTHS & YEARS		TITLE OF POSITION, NAME OF EMPLOYER, AND CHARACTER OF ENGAGEMENT	TIME IN YEARS AND MONTHS						NAME AND ADDRESS OF SUPERVISOR FOR EACH ENGAGEMENT		
	FROM	TO		(1) SURVEYING WORK (ACTUAL)		(2) NON SURVEYING WORK (ACTUAL)		(3) TOTAL TIME (ACTUAL)				
				YEARS	MO.	YEARS	MO.	YEARS	MO.			
10												
TOTAL TIME												
BOARD VERIFICATION OF EXPERIENCE CLAIMED												

## 5. VERIFICATIONS OF EMPLOYMENT

Please provide the name and address of at least three supervisors who can verify your land surveying experience of your experience record. If unable to provide the names and addresses of supervisors for at least three engagements, provide an explanation in the space below and list the names and addresses of three references, unrelated to you, at least two of whom shall be registered in the practice of land surveying. NOTE: Beside each non-supervisory reference, type the word "Personal." **DO NOT** provide personal references if you can provide the names and addresses of supervisors for at least three engagements. Attach addition sheet if necessary.

NAME	ENGAGEMENT NUMBER	REGISTRATION # AND STATE	ADDRESS	POSITION

\*\*EXPLANATION (If unable to provide three supervisory references):

## CODE OF ETHICS

I hereby subscribe to and agree to exemplify the following Code of Ethics:

It shall be considered unprofessional and inconsistent with honorable and dignified bearing for any Professional Land Surveyor:

1. To act for his client, or employer, in professional matters otherwise than as a faithful agent or trustee, or to accept any remuneration other than his stated recompense for services rendered.
2. To attempt to injure falsely or maliciously, directly or indirectly, the professional reputation, prospects or business of anyone.
3. To attempt to supplant another Land Surveyor after definite steps have been taken toward his employment.
4. To compete with another Land Surveyor for employment by the use of unethical practices.
5. To review the work of another Land Surveyor for the same client, except with knowledge of such Land Surveyor, or unless the connection of such Land Surveyor when the work has terminated.
6. To attempt to give or obtain technical services or assistance without fair and just compensation commensurate with the services rendered.
7. To use the advantages of a salaried position to compete unfairly with other Land Surveyors.
8. To act in any manner or engage in any practice which will tend to bring discredit to the honor or dignity of the land surveying profession.

## 6. AFFIDAVIT

THE STATE OF \_\_\_\_\_ )  
 ) SS.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_, being duly sworn, hereby affirm that the statements and information contained in this Application are true in every respect to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

## 7. RECORD OF BOARD (This space not to be used by Applicant)

Date application received _____	Grade on exam _____	LS Number _____
Registration fee paid _____	ELSES Notified _____	Date of Registration _____
ELSES Notified _____	Exam given 3 <sup>rd</sup> time _____	Pocket card mailed _____
Exam given 1 <sup>st</sup> time _____	Grade on examination _____	Certificate mailed _____
Grade on examination _____	Action of Board _____	Seal form mailed _____
ELSES Notified _____	ELSES Notified _____	Seal approved/disapproved _____
Exam given 2 <sup>nd</sup> time _____	Grade on Examination _____	

## **LAND SURVEYOR BOUNDARY QUESTIONNAIRE**

Questions are to be answered by each applicant concerning details on boundary surveying experience. Additional paper may be used if necessary.

1. How many months have you actually spent in the field as a crew member in a non-decision making capacity on surveys having to do with retracing old boundaries or establishing new boundaries? Explain the position you held and the nature of the work.

2. How many months have you actually spent in the field as party chief or in a position to make decisions on surveys having to do with retracing old boundaries or establishing new boundaries? Describe the position you held and details of the work.

3. Have you ever used copies of the original survey notes of the public lands when retracing the public land survey? If your answer is yes, explain in detail.

4. Explain in detail the methods used while searching for section corners or property corners, in which you have participated.



5. Have you participated in surveys involving the subdivision of sections into aliquot parts? If answer is yes, explain your role in such surveys.

6. Have you completed the necessary calculations and participated in the field work in reestablishing a lost corner by proportionate methods? If answer is yes, in what capacity and define lost?

7. Have you participated in the field work in retracing old surveys, gathering evidence to reestablish obliterated corners, interviewed witnesses, other surveyors, searched the public records or other records for evidence to be used in reestablishing obliterated corners? If answer is yes, give details.

8. Have you made calculations for closure, adjustment and area of surveys of irregularly shaped tracts? If answer is yes, explain in detail.

9. Have you written any legal boundary descriptions to be incorporated into deeds for land transactions? If answer is yes, explain in detail and enclose a typical description of the item if not being submitted under Question 12.

10. Have you participated in the field or office work of a survey, or layout, or of an addition to a town, city, or subdivision outside the corporate limits of a town or city? If answer is yes, give details of your work and responsibility.

11. Explain, in detail, the preparation, layout, drafting, and calculations that you have done in preparing plats or corner records to be filed for public record.

12. Submit copies of your work products listed below with your application and questionnaire explanation of your portion of the work product submitted if you can not then forward on.

- (a) Addition to a town or city or a subdivision outside the corporate limits of a town or city.
- (b) Plat showing a legal division of a section.
- (c) Plat of a Record of Survey
- (d) A Wyoming water-right.
- (e) Five (5) Certified Land Corner Recordation Certificates

For an original Wyoming registration application, the work products should be for projects that you were in responsible charge of, and signed by your mentor, preferably with credit given to you in the Certificate of Surveyor.

For comity applicants, work products that you have signed with your present registration/licensure or work products for projects that you were in responsible charge, signed by your supervisor, preferable with credit given to you in the Certificate of Surveyor.

A submission of the above-named documents may satisfy the product portions of Questions 10 and 12.

**The applicant should prepare himself and expect to be tested on the following subjects:**

1. Various grades of accuracy needed and the field procedures necessary to obtain them, plus an understanding of the difference between accuracy, precision and consistency.
2. Types of surveying errors and how they are handled.
3. Taping corrections and stadia reductions.
4. Adjusting and calculating the area of a closed transit and chain traverse.
5. Volume calculation by the AEA method.
6. Simple horizontal curves.
7. Vertical curves.
8. Hydraulics as they apply to Wyoming water rights and procedures for filing water right applications.
9. Determination of a true bearing by celestial or solar observations.
10. A working knowledge of the NGS and USGS triangulation and level networks over the state.
11. A working knowledge of the state plane coordinate system.
12. Basic principles of photogrammetry and the applications of land surveying.
13. A working knowledge of electronic and light distance measuring devices.
14. Construction staking procedures.
15. A general knowledge of the history and layout of the Public Land Survey System in Wyoming together with a thorough understanding of the surveying procedures and principles involved.
16. Knowledge of the state laws as they pertain to surveying and the filing of plats.
17. Knowledge of the public records available, their location, and how to use them.
18. Understanding and writing of the various kinds of land descriptions.
19. The proper relationship between the different deed calls and the proper handling of discrepancies between deed calls and monuments.
20. Senior and Junior deed rights.
21. State mining laws as they relate to surveying.
22. Importance of original monuments.
23. Proper procedures for restoring or witnessing monuments.
24. Proper procedures for EVALUATING evidence and restoring LOST or OBLITERATED corners.
25. Legal subdivisions of a section to properly locate interior aliquot parts of a section.
26. Basic Riparian Rights.
27. Survey procedures and data necessary for the preparation of a plat for filing of a subdivision without the incorporated limits of a city or town or an addition within the incorporated limits of a city or town.
28. Duties and responsibilities of a surveyor to the public, his clients or employers and to the profession.
29. Statutory monumentation of surveys.
30. Wyoming Statutes, 1997, as amended, Section 33-29-140 through 33-29-149 Corner Perpetuation and Filing Act.
31. Wyoming Statutes, 1987, Section 33-29-114 through 33-29-139 Surveyors and Engineers Practice Act.

Education Requirement Form for  
Applicants for the LS Exam

Date: \_\_\_\_\_

Name: \_\_\_\_\_

The State Board of Registration for Professional Engineers and Professional Land Surveyors (the Board) and their associated Wyoming State Statutes require that applicants for the Land Surveying Exams must meet one of the following three education requirements:

1. Have a bachelor of science degree in a land surveying curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
2. Have a bachelor of science degree in an engineering curriculum accredited by ABET/EAC (or which is deemed by the Board to be ABET/EAC equivalent) which includes at least thirty (30) semester credit hours in surveying, mapping, and other courses approved by the board.
3. Have an associate degree in surveying technology in a curriculum accredited by ABET/ASAC (or which is deemed by the Board to be ABET/ASAC equivalent) plus four (4) years of combined office and field experience in land surveying, of which two (2) years shall have been in boundary land surveying projects under the supervision of a registered professional land surveyor.

Under which of the three options listed above do you wish to be considered? \_\_\_\_\_

Name of institution at which you received your degree: \_\_\_\_\_

Date when you received your degree: \_\_\_\_\_

***For Board Use Only***

***Accredited Program?***

***ABET/EAC or ABET/ASAC Equivalent?***

\_\_\_\_\_  
\_\_\_\_\_

Note: The Board will contact ABET to determine the accreditation status of your degree. If it was not accredited at the time you received it, the Board will use the most current ABET/EAC or ABET/ASAC guidelines to determine if your degree is ABET/EAC or ABET/ASAC equivalent. (As an example, the appendix to this document provides the Board's current guidelines for an equivalent Associates Degree in Surveying.)

All applicants must complete the following:

List the specific course(s) and credit hours that you believe fulfill each of the following land surveying subjects.

Core Subjects – Minimum of 22 semester credit hours is needed from this category

Subject	Course(s) and Credit Hours
<p><i>Elementary and Advanced Surveying</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> <li>• care and use of instruments</li> <li>• leveling</li> <li>• traversing</li> <li>• area calculation</li> <li>• earthwork volume calculation</li> <li>• astronomy</li> <li>• note scrivener (scribe)</li> <li>• topographic data acquisition</li> <li>• triangulation</li> <li>• coordinate geometry</li> <li>• photogrammetry</li> <li>• public land survey system</li> <li>• section subdivision</li> <li>• ethics for professional surveyors</li> <li>• global positioning systems</li> </ul>	Minimum of 10 credit hours
<p><i>Office Tasks (Office Practicum)</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> <li>• board drafting</li> <li>• computer aided drafting</li> <li>• map preparation</li> <li>• subdivision drafting and design</li> <li>• data management and analysis</li> </ul>	Minimum of 3 credit hours
<p><i>Route Surveying</i> - this subject may incorporate the following:</p> <ul style="list-style-type: none"> <li>• P-line/center line establishment</li> <li>• curves – horizontal, vertical, etc.</li> <li>• route types – utility &amp; transportation</li> <li>• construction staking and calculation</li> </ul>	Minimum of 3 credit hours
<p><i>Boundary Law</i> – this subject may incorporate the following:</p> <ul style="list-style-type: none"> <li>• record research</li> <li>• field search and identification</li> <li>• real property law interpretation</li> <li>• document preparation <ul style="list-style-type: none"> <li>○ land descriptions</li> <li>○ maps and plats</li> <li>○ report of survey</li> </ul> </li> </ul>	Minimum of 6 credit hours
<i>Total credit hours for core subjects:</i>	

Elective Subjects – Minimum of 8 semester credit hours is needed from this category, with a maximum of 4 semester credit hours in any one major area

Subject	Course(s) and Credit Hours
<i>Mine Surveying -</i>	
<i>Water and water rights -</i> this subject may incorporate the following: <ul style="list-style-type: none"> <li>• water law</li> <li>• hydrology</li> <li>• hydraulic engineering</li> <li>• hydrographic surveying               <ul style="list-style-type: none"> <li>○ inland water boundaries</li> </ul> </li> </ul>	
<i>Geodesy –</i> this subject may incorporate the following: <ul style="list-style-type: none"> <li>• horizontal control surveys and computations</li> <li>• vertical control surveys and computations</li> <li>• geodetic datum</li> <li>• global positioning systems</li> <li>• precise control surveys</li> </ul>	
<i>Cartography-</i> this subject may incorporate the following: <ul style="list-style-type: none"> <li>• map projections</li> <li>• property subdivisions</li> <li>• utility and transportation mapping</li> <li>• geographic information systems</li> </ul>	
<i>Advanced Surveying Courses in subjects not covered above –</i> Some examples: <ul style="list-style-type: none"> <li>• State specific laws</li> <li>• survey data management</li> <li>• site planning</li> </ul>	
<i>Total credit hours in elective subjects</i>	
<i>Total credit hours for both core and elective subjects (must be at least 30 semester credit hours)</i>	

Appendix  
Board Guidelines for an equivalent Associates Degree in Surveying  
(developed from ABET/ASAC guidelines)

- A minimum of 60 credit hours of college credit
- “A combination of college level mathematics and basic sciences (with a laboratory component) appropriate to the discipline.”
  - Mathematics (8-10 semester credit hours) must include, at least:
    - college algebra
    - college trigonometry
    - technical statistics (e.g. non-business statistics)
  - Basic Sciences (8-10 semester credit hours) must include lab-based courses in at least two of the following areas:
    - physics (preferred)
    - geology (preferred)
    - chemistry
    - biology
- “A general education component that complements the technical content of the curriculum.”
  - English (6-8 semester credit hours), which can include:
    - composition
    - literature
    - public speaking
    - technical report writing
  - Other (5-8 semester credit hours)
    - social sciences (e.g. economics, history, political science, psychology, sociology, geography, etc)
    - humanities (e.g. philosophy, religion, literature, etc)
    - visual and performing arts (e.g. music, art, theatre, etc)
    - business and management
- A minimum of 30 semester credit hours in surveying subjects as described on the previous pages.